

**State Board of Assessors  
Meeting Minutes  
Tuesday, January 9, 2024**

Chairperson Jane Grossinger called the meeting to order at 8:30 a.m.

Board members in attendance:

Jane Grossinger	Lori Schwendemann
Anne Grunert	Mark Vagts
Kelly Ydstie	Averi M. Turner
David Parsons	Pat Grengs

Anne Grunert, Averi M. Turner, and Pat Grengs attended virtually. Mike Reed was unable to attend.

Agenda for the January 9, 2024, meeting was reviewed. Lori Schwendemann moved to approve the agenda. David Parsons seconded the motion. The motion carried.

Minutes of the November 14, 2023, meeting was reviewed. Lori Schwendemann moved to approve the minutes. Anne Grunert seconded the motion. The motion carried.

**Nomination for Chair:** David Parsons made a motion to nominate Jane as chair. Kelly Ydstie seconded the nomination. The motion carried. Jane is the chair for 2024.

**Nomination for Vice Chair:** Lori Schwendemann made a motion to nominate David Parsons for vice chair. Anne Grunert seconded the nomination. The motion carried. David is the vice chair for 2024.

**Continuing Education Committee:** Mark Vagts, Anne Grunert, and Averi M. Turner will continue to serve on the CEH Committee – Pat Grengs has agreed to join.

**Complaint Committee:** Evaluation of the complaint committee members was tabled until the March 12, 2024, meeting.

### Updates

- **Appraiser Board Member:** Pat Grengs has been approved for the appraiser position! Pat has been the President and Chief Appraiser of Northland Appraisal, Inc. since 1997 and is a member of the Appraisal Institute with the following professional designations: SRA, RM, and AI-RRS.
- **Form Report:** Since July 1, 2023, the start of fiscal year 2024, 24 reports have been submitted, 21 reports were approved, 2 reports are being graded and 14 assessors received their AMA.
- **Grading Committees:** Patrick Chapman, grading chair, contacted all current graders to see if they will continue to grade reports in 2024. Most responded that they would continue to be graders, with the exception of Ann Miller who is retiring mid-2024.
  - **Form Report Graders;** Tammy Anderson, Tom Brandt, Pat Chapman (Chair), Kyle Holmes, Ryan Johnson, Keith Kern, Judy Lazar, Dave Parsons & Mark Vagts.
  - **Narrative Report Graders:** Patrick Chapman (Chair)
- **Oral Interview Questions:** Question #5 was updated as discussed at the November meeting.
- **MAAO Executive Board Meeting Update:** The next meeting is scheduled for mid-February.
- **Complaint Summary:** Since November 2023, the Department of Revenue has received no new complaints, and closed all open complaints.
- **Ad Hoc Committee:** No updates.
- **MAAO Curriculum & Assessor Standards Committee:** Liz Fruth from St. Cloud was added as a new member. Additional members are still needed.

## Discussion Items

- **Resolution Adopting Rules:** On November 20, 2023, the Dual Notice was published in the State Register, sent to all licensed assessors, MAAO, and sponsoring organizations for licensure education, and posted on the board's website. The Dual Notice provides notice of a public comment period and a hearing date (provided there are 25 or more requests for hearing received by 4:30 p.m. on December 22, 2023).

The public comment period ended December 22, 2023, with no comments or requests for hearing received. A majority vote was carried out to adopt the rule changes as written and Jane, as chairperson, signed the Resolution Adopting Rules.

- **Use of Board Designations by Unlicensed Persons:** 4<sup>th</sup> District Cottonwood County Commissioner Norm Holmen's biography on the Cottonwood County website states that he is a "certified Minnesota Assessor." Mr. Holmen does not have a record in the Assessor Licensing System and there is no historical evidence of his licensure in the board's electronic records. An email was sent to Mr. Holmen with the county coordinator and attorney cc'd. No response was received but Norm's bio was updated to remove the statement referenced above.

- **Reinstatement Procedures for Failure to Meet PACE Course Requirement:** The board's reinstatement policy reads: "For less than 5 years, Assessor must successfully pass a board-approved exam." The board has historically used the ALP exam in this situation.

Jon Klockziem asked the board to review this policy, stating that the department would be willing to work with the board should you decide you need something that ensures anyone who did not complete PACE is staying abreast with all other SAMAs and AMAs.

~74% of assessors have completed PACE requirements. 153 assessors still need to complete the required Ethics course.

Jane, Mark, and Lori will discuss possible reinstatement procedures and report back at the March 12, 2024 board meeting.

- **Assessor Licensure Standards:** Tabled for March 12, 2024 meeting.
- **Course Review with Standards:** Discuss the steps for reviewing courses and comparing them to standards.

Nicole will compare the current course list with standards identified in approval emails from CEH committee and send findings to the board before the next meeting for review.

## Approved Continuing Education Hours Requests

- **Intro & Advanced Excel for Assessors:** Amanda Dutcher requested the board review this course sponsored by MAAO, which will be held online on December 11 & 18, 2023, for 4 continuing education hours.
- **Property Tax Calculation Certification:** David Parsons requested the board review this certification exam, sponsored by DOR, that is held virtually, for 2 continuing education hours.
- **General Appraiser Site Valuation & Cost Approach:** Brett Hall requested the board review the course General Appraiser Site Valuation & Cost Approach sponsored by North Star Chapter of Appraisal Institute, that will be held February 5 - 8, 2024, in Bloomington, MN for 30 continuing education hours.

## Denied Continuing Education Hours Requests

- **Deal Makers - End of Year Wrap Up for Office, Retail, Industrial, & Economic Market:** Ryan Herlofsky requested the board review the course Deal Makers - End of Year Wrap Up for Office, Retail, Industrial, & Economic Market sponsored by Hennepin County, that will be held on November 30, 2023, in St. Louis Park, MN for 4 continuing education hours. The consensus of the

CEH committee was that this class does not have enough relevant assessment related education to consider it for continuing education.

- **2023 Office Summit:** Ryan Herlofsky requested the board review the 2023 Office Summit sponsored by MN Real Estate Journal, that will be held on December 1, 2023, in Golden Valley, MN for 4 continuing education hours. The CEH committee determined that this meeting is more closely tied to real estate agents, developers, etc., and does not have assessment-related education.

### **Approved Applications for Certified Minnesota Assessor**

- **Whitney Bretzman**, Jackson County
- **Travis Else**, Beltrami County
- **Jaysie Henderson**, Ramsey County
- **Luke Johnson**, Becker County
- **Billie Kurek**, City of Minneapolis
- **David Maras**, Nobles County
- **Natane Nelson**, Anoka County
- **Kirsten Olson**, Wright County
- **Emaleigh Rippentrop**, Pipestone County
- **Stephen Rolczynski**, City of Moorhead
- **Randy Turgeon**, Ramsey County

### **Approved Applications for Certified Minnesota Assessor Specialist IQ**

- **Whitney Bretzman**, Jackson County
- **Chad Doose**, Yellow Medicine County
- **Taylor Dunker**, Jackson County
- **Benjamin Hager**, Steele County
- **Brandon Haglin**, Crow Wing County
- **Richard Heffner**, Wabasha County
- **Jaysie Henderson**, Ramsey County
- **Andrew Hillery**, Fillmore County
- **Zachary Houle**, Crow Wing County
- **Danielle Kahn-Wolf**, Wabasha County
- **Justin Kraling**, Fillmore County
- **Michael Morehead**, Otter Tail County
- **Shannon Parenteau**, Aitkin County
- **Kayla Pierce**, Fillmore County
- **Stephen Rolczynski**, City of Moorhead
- **Kip Studaker**, Aitkin County
- **Tammy Wisniewski**, Crow Wing County
- **Brent Zinda**, Crow Wing County

### **Approved Applications for Temporary IQ Minnesota Assessor**

- **Elizabeth Cross**, CBRE

### **Approved Applications for Accredited Minnesota Assessor**

- **Carolyn Borst**, Rice County
- **Benjamin Nordell**, Dakota County
- **Marti Sip**, Norman County

### **Applications for Senior Accredited Minnesota Assessor**

- Mark Vagts made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.  
**Carissa McIlwain**, Itasca County

Kelly Ydstie seconded the motion. The motion carried with none opposed.

Lori Schwendemann motioned to amend the motion to award the Senior Accredited Minnesota Assessor license to Carissa McIlwain. Averil M. Turner seconded the motion. The motion carried with one opposed.

David Parsons made a motion to award the Senior Accredited Minnesota Assessor license to Carissa McIlwain. Mark Vagts seconded the motion. The motion carried with one opposed.

- Averil M. Turner made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

**Tony Troumbly**, Itasca County

David Parsons seconded the motion. The motion carried with three opposed.

Lori Schwendemann motioned to amend the motion to award the Senior Accredited Minnesota Assessor license to Tony Troumbly. Averil M. Turner seconded the motion. The motion carried with one opposed.

Pat Grengs made a motion to invite Tony Troumbly to attend a second interview at a later date. Lori Schwendemann seconded the motion. The motion carried with two opposed.

- David Parsons made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

**Mitch Determan**, Stearns County

Lori Schwendemann seconded the motion. The motion carried with none opposed.

- Anne Grunert made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

**Shana Jackson**, Nicollet County

Lori Schwendemann seconded the motion. The motion carried with none opposed.

- Mark Vagts made a motion to award the Senior Accredited Minnesota Assessor license to the following individual.

**Andrew Dessellier**, Polk County

Lori Schwendemann seconded the motion. The motion carried with none opposed.

- The following individual completed the oral interview for AMA licensure on November 21, 2017.

**Lisa Strand**, Lac qui Parle County

Lori Schwendemann made a motion to award the Senior Accredited Minnesota Assessor license to Lisa Strand.

David Parsons seconded the motion. The motion carried with none opposed.

The chairperson set the next meeting date as Tuesday, March 12, 2024, at St. Michael City Center, St. Michael, MN at 8:30 am.

David Parsons made a motion to pay the expenses for the meeting. Anne Grunert seconded the motion. The motion carried.

Averil M. Turner made a motion to adjourn the meeting. Kelly Ydstie seconded the motion. The motion carried.